

**ENROLLED MINUTES OF THE
HIGHLAND WATERWORKS BOARD OF DIRECTORS
APRIL 27, 2017**

The Highland Water Works Board of Directors convened in study session immediately before the Regular Meeting at 6:30 p.m. on Thursday, April 27, 2017 in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana, in order to discuss the final agenda of the regular meeting.

ROLL CALL: Present on silent roll call were Directors George A. Smith, George Georgeff, James Norris and Edward Dabrowski. Absent: Director Matt Timmer. Also present Derek Snyder, NIES Engineering Inc.; Bob Johnsen, Assistant Public Works Director; Rhett Tauber, Board Attorney; Mark Knesek, Public Works Operations Director; Mike Pipta, Fire Department; Mark Herak, Town Council Liaison and Michael Griffin, Clerk Treasurer .

1. Bob Johnsen discussed the concrete crushing and recycling contract through Ozinga.
2. President George A. Smith discussed the engineering on the three water main projects. Director Smith also requested an update on the status of Hammond's estimated water meter readings. Mike Pipta replied that he talked to Bruce Long of Hammond and that Hammond has ordered new meters.
3. Director George Georgeff directed Mike Pipta to seek quotes for painting and tuck pointing Bradley Pump Station.
4. Mr. Snyder reported that all three water main projects are scheduled to start on May 1, 2017: Grace St., Woodward Ave. and Kennedy Ave. The Grace St. and Woodward Ave. projects both have a completion date of 7/20/17. The Kennedy Ave. project has a completion date of 8/31/17.
5. Mr. Michael Griffin went over the possible resolution for the Code of Rules and Regulations. It was decided that a small committee would meet on May 11th 2017 to discuss the possible resolution.
6. Director Smith discussed the agenda items.

The Highland Water Works Board of Directors met in its Regular Session on Thursday, April 27, 2017 at 7:03 p.m. in the upper meeting chambers of the Highland Municipal Building, 3333 Ridge Road, Highland Indiana. Director Smith opened the meeting. The minutes were recorded by Bob Johnsen, Recording Secretary *Pro Tempore*. The session was opened with the Pledge of Allegiance.

ROLL CALL: Present on roll call Directors George A. Smith, George Georgeff, James Norris and Edward Dabrowski. Absent: Director Matt Timmer. Also present were Derek Snyder, NIES Engineering Inc.; Bob Johnsen, Assistant Public Works Director; Rhett Tauber, Board Attorney; Mark Knesek, Public Works Operations Director; Mike Pipta, Fire Department; Mark Herak, Town Council Liaison and Michael Griffin, Clerk Treasurer.

MINUTES: Director Smith asked if there were any corrections to the Minutes of the Regular Meeting of March 23, 2017, as prepared and posted. Director Norris moved to approve the Minutes of the Regular Meeting of March 23, 2017. Director Dabrowski seconded. On a vote *viva voce*, the motion passed.

Special Orders: NONE

Communications: NONE

Unfinished Business and General Orders:

1. Highland Waterworks
Board of Directors
Resolution No. 2017-10

A Joint Enacting Instrument of the Highland Works Board of Directors, Highland Sanitary Board of Commissioners, and Highland Water Works Board of Directors Accepting the Bid from Ozinga Materials for Concrete Crushing Services of Approximated 9,400 tons of Concrete and Asphalt Debris located at the Highland Public Works Facility in the amount not-to-exceed Sixty Thousand Dollars and No Cents (\$60,000.00), as the Lowest Responsive and Responsible Quote. Director Dabrowski moved to approve Resolution No. 2017-10. Director Georgeff seconded. Discussion: none. On a vote *viva voce*, the motion passed.

Town of Highland
Order of the Works Board 2017-10
Waterworks Board Resolution No. 2017-10
Board of Sanitary Commissioners Resolution No. 2017-10

A Joint Enacting Instrument of the Highland Works Board of Directors, Highland Sanitary Board of Commissioners, and Highland Water Works Board of Directors Accepting the Bid from Ozinga Materials for Concrete Crushing Services of Approximated 9,400 tons of Concrete and Asphalt Debris located at the Highland Public Works Facility in the amount not-to-exceed Sixty Thousand Dollars and No Cents (\$60,000.00), as the Lowest Responsive and Responsible Quote

Whereas, During the course of usual business, the Department of Public Works has accumulated approximately 9,400 tons of concrete and asphalt waste (waste) that has been stockpiled at the Highland Public Works Facility; and

Whereas, the waste was derived from the roadwork, sidewalk replacement, water utility repairs, and storm and sanitary sewer system repairs over the course of several years; and

Whereas, The Public Works staff has evaluated the cost of removal versus the cost of grinding in place and determined that the costs are relatively the same; however, the byproduct of the process will produce an equivalent amount of crushed concrete suitable for projects that would normally require purchased limestone and slag, valued approximately at the cost of the crushing process; and

Whereas, the Public Works Director, pursuant to §3.05.050(D) of the HMC, serves as the Purchasing Agent for the Public Works Department, Highland Sanitary District and Highland Water Works District; and

Whereas, the Purchasing Agent, pursuant to §3.05.060(F) of the HMC, expected that the purchase would be at least \$50,000 and not more than \$150,000 invited quotes from contractors in accordance with §3.05.060(F) of the HMC; and

Whereas, the following quotes had been received:

Walsh & Kelly Inc.	\$80,500.00
Ozinga Materials, Inc.	\$60,000.00; and

Whereas, it is prudent and in the best interest of the Highland Works Board, Highland Sanitary Board of Commissioners, and Highland Water Works Board of Directors to support and share cost of the service at a breakdown of 50% Board of Works, 25% Water Works Board and 25% Sanitary District, and

Whereas, the Town Council as the Works Board of the Municipality, pursuant to §3.05.030(A) of the HMC serves as purchasing agency for the Public Works Department; and

Whereas, the Board of Sanitary Commissioners, pursuant to §3.05.030(E) of the HMC serves as purchasing agency for the Public Sanitation Department; and

Whereas, the Board of Waterworks Directors, pursuant to §3.05.030(D) of the HMC serves as purchasing agency for the Highland Waterworks; and

Whereas, the purchase price exceeds \$15,000.00 and, pursuant to §3.05.050(B) of the HMC requires the express approval of the purchasing agencies; and

Whereas, the Town Council, acting as the Works Board for the Town of Highland, the Board of Sanitary Commissioners, and the Highland Waterworks Board of Directors now desire to approve and authorize the Public Works Director to accept the quote of Ozinga Materials, Inc. in the amount not-to-exceed Sixty Thousand Dollars and no cents (\$60,000) pursuant to the cost breakdown and terms stated herein.

Now Therefore Be it Hereby

Ordered by the Town Council, acting as the Works Board of the Town of Highland, Lake County, Indiana; and

Resolved by the Board of Waterworks Directors of the Town of Highland, Lake County, Indiana; and

Resolved by the Board of Sanitary Commissioners of the Town of Highland, Lake County, Indiana;

Section 1. That the quote of Ozinga Materials, Inc. in the gross amount, not-to-exceed, of Sixty Thousand Dollars and no cents (\$60,000) for the concrete and asphalt crushing services at the Highland Public Works Facility is hereby accepted as the lowest responsive and responsible quote;

Section 2. That the purchase shall be funded in appropriate shares, established herein, by the Highland Board of Works through the Motor Vehicle Highway fund (2), Highland Sanitary Board of Commissioners through the Sewer Operating (40), and the Highland Water Works Board of Directors through the Water Works Operating fund (64); and

Section 3. That upon the approval of the Highland Board of Works, Highland Sanitary Board of Commissioners and the Highland Water Works Board of Directors, the Public Works

Director is hereby authorized to issue a purchase order to Ozinga Materials, Inc. and to execute all documents necessary to implement project.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 27th day of April, 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/ George A. Smith, President

Attest:

/s/ George Georgeff, Secretary

2. Highland Waterworks
Board of Directors
Resolution No. 2017-11

A Resolution Amending the 2017 Capital Project Budget of the Waterworks to be paid from its Waterworks Improvement Fund. Director Norris moved to approve Resolution No. 2017-11. Director Georgeff seconded. Discussion: none. On a vote *viva voce*, the motion passed.

**Water Works District of Highland
Board of Directors
Capital Budget Resolution No. 2017-11**

**A RESOLUTION AMENDING THE 2017 CAPITAL PROJECT BUDGET OF THE
WATERWORKS TO BE PAID FROM ITS WATERWORKS IMPROVEMENT FUND**

Whereas, The Highland Waterworks is governed by its Board of Directors, pursuant to the provisions of IC 8-1.5-4 et seq.; and

Whereas, IC 8-1.5-4-4 specifically provides that the Board of Directors shall manage and control all works of the waterworks and may purchase, acquire, construct, reconstruct, operate, repair and maintain all water works; and

Whereas, The Board of Directors in performing its duties, may adopt resolutions, rules and by-laws that are necessary to carry out the provisions of IC 8-1.5-4 et seq. including repealing or amending them consistent with the Waterworks Law; and

Whereas, The Board of Directors adopted Resolution No, 2017-01, A Resolution Establishing the 2017 Capital Project Budget of the Water Works to be Paid from its Waterworks Improvement Fund; and

Whereas, The Board of Directors has now determined to construct certain Projects not included in the original budget and amend the 2017 Capital Project Budget of the Waterworks Improvement Fund to include said project, all for the sound management and control of the waterworks in performing its duty to construct, reconstruct, repair, and maintain all water works.

Now, Therefore Be it Resolved by the Board of Directors of the Highland Waterworks, Lake County, Indiana, as follows:

Section 1. That for the Capital expenses as hereinafter identified of said Waterworks, the following allowances for the identified sums of money are hereby fixed and ordered set apart for the purposes herein specified to be paid from Waterworks Improvement Fund:

Woodward Avenue Water Main Project (CN)	\$255,255.00
Woodward Avenue Water Main Project (CE)	\$22,500.00
Grace Street Water Main Project (CN)	\$194,000.00
Grace Street Water Main Project (CE)	\$19,500.00
Kennedy Avenue Water Main Project (CN)	71,995.92
<u>Kennedy Avenue Water Main Project (CE)</u>	<u>\$38,000.00</u>
Total	\$601,250.92

Section 2. That the Municipal Fiscal Officer is instructed and authorized to assign such accounts and establish such financial reporting methodology as to permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 3. That the Superintendent of the Waterworks is instructed and authorized to prepare accounts payable for projects identified herein in such a manner as to support and permit the regular review of the Capital expenses herein identified as compared to the budgeted amounts and to otherwise carry out the objects and purposes of this resolution;

Section 4. That there shall be no capital expenditure for the identified projects in excess of the amounts fixed by this resolution without express action by the Board of Directors, revising the amount fixed and authorizing the additional allowance amount;

Section 5. That this Resolution shall be effective immediately upon its passage and adoption by the Board of Directors and may be amended or repealed by subsequent resolution duly passed and adopted.

Duly Adopted, Resolved and Ordered by the Waterworks Board of Directors of Highland, Lake County, Indiana, this 27th day of April 2017. Having been passed by a vote of 4 in favor and 0 opposed.

**HIGHLAND WATERWORKS
BY ITS BOARD OF DIRECTORS:**

/s/ George A. Smith, President

Attest:

/s/ George Georgeff, Secretary

New Business: NONE

- Reports:**
1. Waterworks Superintendent- NONE
 2. Waterworks Attorney- NONE
 3. Waterworks Engineer- NONE
 4. Fire Department- NONE

Business from the Floor: NONE

Claims:

Per the docket in the amount of:

062	Consumer Deposits	\$54.80
064	Waterworks Operating	\$172,888.46
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Total		\$172,943.26

Director Georgeff moved to approve the claims per the April 27, 2017 docket in the amount of \$172,943.26. Director Norris seconded. On a vote *viva voce*, the motion passed.

Next Meeting:

The next Public Meeting will be held on Thursday, May 25, 2017 at 7:00 p.m. following a study session at 6:30 p.m.

ADJOURNMENT: With no other business to come before the Board of Waterworks Directors, Director Ed Dabrowski moved to adjourn. President George A. Smith seconded. On a vote *viva voce*, the motion passed. Meeting adjourned at 7:20 p.m.